


January 2012

Monday	Tuesday	Wednesday	Thursday	Friday
2 New Year's-Closed	3  Pension: Pay Day  Hourly: Time Reporting (Timesheets or Ultra Time) due to Payroll by 9 am for 1/6 Pay  Salaried: Paper PAF due for 1/13 pay to HR & Office of Research by 5pm	4	5  Salaried (Student Stipends): Last day to enter student jobs for 1/13 pay	6  Hourly: Pay Date
9  Hourly (Staff/Temp): Paper PAF due for 1/20 pay to HR by 5pm  Salaried: Non-Exempt Absence and Overtime Forms due to Payroll by 9 am for 1/13 Pay	10	11  Hourly (Students): Last day to enter student jobs for the 1/20 pay	12	13  Salaried: Pay Date
16  Hourly: Time Reporting (Timesheets or Ultra Time) due to Payroll by 9 am for 1/20 Pay	17	18	19  Salaried: Paper PAF due for 1/31 pay to HR & Office of Research by 5pm	20  Hourly: Pay Date
23  Hourly (Staff/Temp): Paper PAF due for 2/3 pay to HR by 5pm  Salaried (Student Stipends): Last day to enter student jobs for 1/31 pay  Faculty: Last day to enter faculty jobs for 1/31 pay	24	25  Hourly (Students): Last day to enter student jobs for the 2/3 pay  Salaried: Non-Exempt Absence and Overtime Forms due to Payroll by 9 am for 1/31 Pay	26	27
30  Hourly: Time Reporting (Timesheets or Ultra Time) due to Payroll by 9 am for 2/3 Pay	31  Salaried: Pay Date  Faculty: Pay Date	1  Pension: Pay Day	2	3  Hourly: Pay Date  Salaried: Paper PAF due for 2/15 pay to HR & Office of Research by 5pm